

Open: 09/12/05 - 8:30 AM

Close: 10/13/05 – 5:00 PM



CITY OF MIAMI BEACH

ANNOUNCEMENT OF OPEN COMPETITIVE CIVIL SERVICE POSITION

STOREKEEPER II

\$1,167.03 - \$1,884.85 BI-WEEKLY

NATURE OF WORK

Varied manual and responsible clerical and supervisory work in the operation of storage areas in connection with the operation of a warehouse.

MINIMUM REQUIREMENTS:

Employed by the City for the past six (6) months (part-time will be prorated). Three (3) years experience in stockroom, inventory, or general warehousing work.

DESIRES

Thorough knowledge of inventory and record keeping requirements of a diversified municipal store keeping operation. Thorough knowledge of stock receiving, store keeping and shipping practices and procedures. Ability to keep inventory and stock control records and to prepare reports. Ability to understand catalog prices and discount sheets. Ability to make mathematical calculations with speed and accuracy. Ability to supervise a group of manual and clerical assistants. Ability to establish and maintain effective working relationships with vendors and other City employees.

This position is represented by: A.F.S.C.M.E (American Federation of State, County, and Municipal Employees)

Apply IN PERSON Monday - Thursday 8:30AM - 5:00PM, EXCLUDING HOLIDAYS
Job Hotline (305) 673-7777 www.miamibeachfl.gov

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department, 3rd Floor
Miami Beach, FL 33139

CLASS NO. - **1611**
CS NO. - **0580CO**

EOE/AA/ADA/VET PREF